

# ANDOVER SMART GROWTH OVERLAY DISTRICT RULES AND REGULATIONS

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## Andover Smart Growth Overlay District [ASGOD]

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### I. Purposes

The ASGOD Rules and Regulations (Design Standards) are included to:

- Promote transit oriented development in the district;
- Promote pedestrian safety, universal accessibility, and microclimate control;
- Promote pedestrian and bicycle access to and through the district;
- Create a sense of district character; and
- Create a vibrant district center connecting to the train station and downtown Andover.

These Rules and Regulations are applicable in the district. These Rules and Regulations are intended to clarify the permitting review process, and to define expectations for the size, bulk, exterior materials, and placement of structures; the landscape and site improvements, and other built and open space elements. These Rules and Regulations shall supersede all other standards set forth elsewhere in the Zoning By-laws, other than those listed in the ASGOD, or where specifically referenced.

### II. Definitions

1. In these Rules and Regulations, the words "shall," "should," and "may" are used to describe specific conditions. To clarify the meanings intended by the use of these words, the following definitions apply:
  - a) Shall: A mandatory condition. Where certain requirements in the design or application of the standard are described with the "shall" stipulation, it is mandatory that these requirements be met.
  - b) Should: An advisory condition. Where the word "should" is used, a condition is considered advisable, but is not mandatory. Noncompliance with a condition stipulated with the word

"should" will not be the basis for Plan Disapproval.

- c) May: A permissive condition. No requirement or recommendation is intended.

### III. Architectural Elements

#### **A. Building Height**

1. Building heights shall conform to and be measured according to the standards of the Andover Zoning Bylaws, with the following exceptions:
  - a) When adjacent to North Main Street, the maximum allowed heights of all buildings in the district shall be 35 feet or 3 stories, whichever is less, above the adjacent public street within a distance of 90 feet back from the property line on North Main Street.
  - b) After 90 feet back from the property line on North Main Street, the maximum allowed height shall be the maximum of 65 feet or 6 stories, whichever is less.
  - c) On Essex Street and Pearson Street, the maximum allowed heights buildings shall be 35' or two stories within 15 feet, after which allowed height shall be 45' within a distance of 50 feet back from the property line on the public street. After 50 feet, the maximum allowed height shall be 65 feet.
  - d) South of Pearson Street, and when adjacent to Essex Street and Railroad Street, the maximum allowed heights buildings shall be 50 feet above the adjacent public street.
  - e) When a building façade extends more than 100 feet across a grade that changes 10 feet or more in elevation, the maximum height shall be determined from the average grade across each 100 foot increment.
  - f) For buildings not fronting on one of the referenced streets building height will be measured from the average grade at the four building corners.
  - g) This height restriction shall not apply to cupolas, varied roof lines, or other appurtenances.

2. No additional restrictions shall apply to buildings fronting on Lewis Street, Buxton Court, or to any new roads created within the district.

#### **B. Massing**

1. The face of buildings on North Main and Essex and Railroad Streets shall be located directly behind the front sidewalk or public accessible space, and no less than 10 feet back from the curb.
2. Individual buildings should be separated by at least the standard width of a driveway and sidewalk (30 feet). Passages between buildings should always include a walking path.
3. Passage ways through or between buildings should have a higher level of detail for paving, lighting, landscaping and architecture than sidewalks.
4. The largest buildings should be within the center and western edge of the district.
5. Buildings and building elements at intersections on North Main Street should identify the corners as 'gateway' or entry points into the district.
6. The length of frontage on North Main Street for any one building shall not be longer than 150'.
7. Separate buildings may designed by different architects and designers.

#### **C. General Façades**

1. Along any sidewalk, single building facades shall not be wider than 15 feet without the introduction of windows, doors, or other sub-element façade feature, preferably expressing the functional diversity of the building.
2. In general, a unified architectural style should be determined for each project and used consistently for all elements of a building wall and roof. Building doors and windows should be designed to be consistent in proportion, size and configuration with the architectural styles that are determined to be appropriate for the building. In addition to these upper story elements, the building should have a strong foundation element.
3. Facade design should take into account the locations and proportions of the facade elements and signage bands of adjacent buildings, without mimicking them.

4. Facade colors should be complementary to the natural materials used on a building and to the buildings adjacent to it.
5. The palette of colors used on a building should be in accord with the materials of the building façade.
6. Blank walls without any visual content or interest should be avoided along pedestrian sidewalks and parking areas and on front facades in general.
7. Individual buildings and their storefronts should appear distinct, even when a single use spans multiple storefronts.
8. New structures should employ simple roof forms compatible with the flat, mansard or gable roof styles typical of the downtown commercial areas.
9. Downspouts and gutters should be of a color that is compatible with the building walls.

#### **D. Storefront Facades**

1. Building facades with storefronts shall have a 50% transparency on the first floor. Façade transparency may be accomplished with wall openings and window and door glazing.
2. Storefronts should be consistent in style with the building architecture, provide clarity and interest to the facade, provide for a high level of transparency into the interior of the store, and be harmonious with other adjacent storefronts. It is also important that the distinction between the storefront and the rest of the building facade should be maintained. Displays in both retail and non-retail storefront windows that add color, texture, information or visual activity to the pedestrian experience are encouraged.
3. Storefront display windows may display products or services, signs with the name of the organization, local business logos, hours, public service messages or displays, or views to an activity in which people are involved frequently during hours of operation.
4. Where a storefront does not serve a retail use and transparency is not practical, window treatments such as divided lites and curtains should be employed to create an attractive appearance.

5. A horizontal band or frieze that serves as a signage band should be incorporated at the top of storefronts.
6. A base panel and sill course are traditional for most, although not all, architectural styles. Where it is appropriate for the existing or proposed architectural style, a base panel and sill course should be provided. The base panels and sill course should continue across the entire width of the storefront bay and terminate at doors or the vertical elements framing the bay. The base panel and sill course should be 24" or lower, measured above the sidewalk. Because of the topography of the area, this may need to be amended in certain circumstances, but in no case should a large base panel become an architectural feature on the street.
7. Incorporating a glazed transom (with the building address) above the door is encouraged when storefront heights are sufficient to allow for it.
8. Storefront window transoms should be consistent with door transoms.
9. Transparent storefronts are not necessary for some businesses, such as professional offices. Nevertheless, it is preferable to maintain substantial storefront glazing and provide attractive window treatments to avoid blank facades along the sidewalk.
10. Items shall not be placed in storefront windows that block views to internal activity, such as the backs of display cases, unless they are part of a display to the outside sidewalk or street.

#### **E. Exterior Building Materials**

1. The following materials shall be prohibited; exterior insulation finishing systems (EIFS), concrete panels, and vinyl siding.
2. Exposed concrete foundations for buildings shall not extend more than 1 foot above grade, with the exception of parking garages which will follow the standards of section IV. Site Elements J. Parking and Entrances.
3. In general, high quality materials should be used that convey substance and integrity. The materials used should be traditional and historically typical to Andover. This includes an emphasis on brick with stone accents, wood and clapboard finishes for new

construction, renovations or reconstructions. Non-traditional materials include rough, imitation or reflective materials such as unpainted wood, field stone, stucco, exposed metal, mirror glass, porcelain enamel or polished stone. While these appearances should be avoided, variations within the range of traditional materials may be used when compatible with surrounding buildings. Composite materials intended to represent natural materials are not recommended for the first floors where visible from the public right-of-way.

4. The consistent use of a dominant building material for the facade is encouraged, rather than multiple materials, such as brick and clapboard combinations. The façade design should include brick.
5. The goal of these standards is to encourage the use of traditional quality materials for both appearance and durability. The use of real materials, rather than imitations such as brick veneer, is encouraged. The goal of this guideline is to avoid materials that are typical of low cost and low quality construction.
6. Where possible, materials used to patch or repair existing facades should match original, desirable materials as closely as possible.
7. Generally, muted tones and colors are appropriate for most facade materials except for trim and special storefront elements.
8. Plastic roof tiles and veneer brick shall not be used.
9. Masonry tiles should only be used as an accent.
10. Plaster and stucco, when used, should not be the primary storefront material.
11. If metal is used, it should be appropriate to the building, and convey a sense of quality to assure an attractive appearance over time.
12. Materials used near sidewalks and adjacent to the entrance shall be durable and compatible with other building materials.
13. Plywood or other wood panel sheathing materials should be avoided unless they are incorporated as a panel within a frame and are durable for exterior use.
14. Minor decorative elements, such as facade ornaments, decorative fasteners, or small accents

can be of any rigid, durable material that will be in harmony with the facade.

#### **F. Doors and Windows**

1. Primary entrances shall face the adjacent street.
2. Front entrance doors on the setback line shall be recessed up to a maximum of 3 feet, or provide 2 feet of protected area in front of the entrance for door swing.
3. Windows should respect spacing and size patterns appropriate to the architectural style that is chosen for either renovation or new construction. In general, numerous smaller window openings are preferred for upper stories of buildings. Lower story windows should be appropriate for the uses behind them, but transparency and the indication of activity behind them are important for commercial uses.
4. Primary entrances should be largely transparent, as was traditionally the case with storefront design. This will promote a sense of welcome and safe access.
5. Street numbers should be located near the front address and be of adequate size and distinctive color to be visible from the adjacent way. The street number should not be located so that it is obscured when the front door is open.
6. Separate loading and service entrances should be screened from streets, other public ways, and adjacent properties. If it is not possible to screen such areas entirely, they should be visually minimized to the greatest extent possible.
7. Multiple pane glazing should include muntins on the interior and exterior of the windows.
8. The addition of rear entrances, display windows, or other improvements are encouraged in order to increase the interest and access to uses, particularly where the building faces a rear parking area. The secondary entrances should convey the same welcoming and safety of the main entrances.
9. Aluminum doors and aluminum screen doors should not be used unless related to a modern style of building.

10. Divided lite doors or side lites should be employed only if appropriate for the style of the building facade.
11. Individual, "punched" windows rather than continuous horizontal or vertical "strip" windows are encouraged whenever possible and appropriate to the building style.
12. Larger scale windows should be used at the ground level.
13. Reflective or dark tinted glass for glazing should be avoided.
14. Opaque panels, such as painted metal or spandrel glass, should not be used to replace vision glazing in windows.
15. Shutters should be employed only if they are consistent with the architectural style of the facade. Shutters should be sized appropriate to size of window opening. Shutters should not be employed with casement-style windows, bay windows, or broad picture or display windows.

#### **G. Awnings, Canopies and Marquees**

1. Awnings, canopies and marquees with a traditional design and appearance may be used as facade elements when they serve to protect pedestrians from the sun and rain, provide a secondary location for signage, add color and interest to building storefronts and facades, and add emphasis to display windows and doorways. Awnings should reflect the overall facade organization and storefront locations of a building.
2. Awnings on a multiple storefront building should be consistent in character, but need not be identical.
3. Awnings of a round or bullnose shape should be avoided unless used for a single door or window opening that is not part of a framed storefront.
4. Awnings and canopies may be extended above the public right of way and setback area.
5. Retractable awnings are acceptable for buildings with restaurants and cafes at the street level.

#### **H. Building Signs and Lighting**

1. The requirements of the Town of Andover Zoning By-Law, Article VIII, Section 5.2 shall apply.



2. Projecting signs shall be allowed for retail uses, and should convey information in a unique way, utilizing images that convey the goods or services provided at the premises.
3. Signage should provide information that is simple and legible, of a size and location that avoids competing with or obscuring the architecture of the building. In general, the number of signs on a facade should be kept to the minimum necessary to effectively communicate the messages being conveyed.
4. Signage should employ colors and type faces that complement the primary architectural style.
5. All signs should be of durable materials compatible with the materials of the building served. Wood and metal signs are recommended. Plastic in general is not recommended.
6. In a multiple storefront building, the signage should be of a size, location, material and color that relates harmoniously between bays.
7. In commercial buildings, a strong signage band above the level of the storefront should be considered if flat wall signs are employed.
8. Signs on canopy fabrics advertising the name of the business or organization are encouraged.
9. Indirect lighting is encouraged for signage rather than internally lit signs, preferably from a series of gooseneck or similar extended arm fixtures that direct light to the sign and are compatible with the design of the building.
10. Signage above the sills of second story windows should be confined to painted letters on window glass, provided these signs advertise the organizations therein, and provided that the windows are not continuous horizontal "curtain-wall" type windows.
11. Avoid signage that advertises brand names as its major message, unless the brand name is inherent in the name of the business.
12. Avoid signage that covers or obscures significant architectural details of the building.
13. All light fixtures, other than pedestrian-scale lighting less than or equal to 14 feet tall, shall be fully shielded to reduce light pollution. This shall mean that light fixtures should be constructed and installed in such a manner that all

light emitted by it, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the lighting fixture, is projected below the horizontal.

14. Lighting on North Main Street, Pearson Street and Essex Street shall use the existing public light fixtures on Main Street.
15. Building lighting may be used to highlight architectural features, walkways, and entrances.

#### **I. Historic Structures**

1. Properties on Railroad Street lie within the Andover Village Industrial National Register Historic District. Construction within the Historic District shall conform to the Secretary of the Interior's Standards for Rehabilitation (Appendix A).
2. There are multiple historic structures located within the ASGOD and outside the Andover Village Industrial National Register Historic District. These structures should be identified and, if possible, should be preserved on site, moved or offered for moving elsewhere for preservation. Consultation with the Andover Preservation Commission is recommended.

#### **J. Energy Efficiency**

1. Building projects submitted to the PAA shall be required to include materials showing how the project would conform to a third-party or government program for sustainable building design and energy efficiency. The approved sustainable building design programs that should be used for these submissions include:
  - a. The U.S. Green Building Council™, Leadership in Energy and Environmental Design (LEED®) program;
  - b. The Green Building Initiative, Green Globes™ program;
  - c. The U.S. Environmental Protection Agency, Energy Star™ program; or
  - d. A similar building evaluation system chosen by the applicant for the project.

### **IV. Site Elements**

#### **A. Lighting**

1. Energy efficient lighting shall be used in all applications.
2. All light fixtures, other than pedestrian-scale lighting less than or equal to 14 feet tall, shall be fully shielded to reduce light pollution. This shall mean that light fixtures should be constructed and installed in such a manner that all light emitted by it, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the lighting fixture, is projected below the horizontal.
3. Pedestrian-scale lighting shall be used to illuminate all sidewalks and walkways through parking areas.
4. Fixtures that produce glare or that spill light to adjoining sites are prohibited.
5. Distinctive features of the building, including entries, signage, canopies, and areas of architectural detail and interest should be illuminated. Pedestrian scale pole lights along streets and walks should be provided.
6. Lighting in display windows to illuminate the sidewalk may be provided.
7. Lighting should be provided around all structures, driveways, driveway entrances, walkways, entrances, pathways, or other means and handling pedestrian and vehicular traffic, throughout parking areas, and along interior streets. A minimum of 0.5 foot-candles should be provided at all locations.

#### **B. Grades and Grading**

1. Use of retaining walls will be allowed, but each retaining wall shall be limited to no more than 6 feet in height from finished grade at bottom of wall to finished grade at top of wall.
2. Site grades and grading should be designed to minimize the potential for erosion and to provide safe pedestrian and bicycle access.

#### **C. Landscape Design**

1. Streets and access drives shall be lined with shade trees. Trees and shrubs of several types should be planted along the length of the street. The plantings should include occasional repetition of a dominant tree form. Single tree species may be planted on each street segment.

2. Public plazas should be provided for visual relief and congregation. Water features may be added for attractiveness of the plaza space.
3. Existing significant trees should be preserved where feasible.
4. Large paved areas should be visually divided and screened with greenery.
5. Buffers should be provided within and around the development, with the provision of continuous planting beds for hedges, shrubs or other plantings to screen pavements, especially parking areas from streets, except that landscaping should not create undue barriers for pedestrians.
6. Buildings should be integrated into the landscape with plantings, taking care to soften the harshness where buildings meet parking areas.
7. All islands and landscape areas shall be of a width that is suitable to support healthy plant growth.

#### **D. Plantings and Irrigation**

1. A landscaped buffer shall be provided along the rear and side property lines where abutting lands are zoned or used for residential use on the ground floor. Buffers should not be less than 10 feet wide.
2. Deciduous trees and shade trees shall be a minimum of 3.5-inch caliper dbh and evergreen trees shall be a minimum of 8 feet in height at installation. Deciduous and evergreen shrubbery shall be a minimum size of 7 gallon container or 36-inch balled and burlapped (B&B).
3. Trees shall be planted on each side of the street. Trees and shrubs of several types should be planted along the length of the street. The plantings should include occasional repetition of a dominant tree form. Single tree species may be planted on each street segment.
4. Automatic irrigation systems that incorporate rain shut-off devices shall be used on site to ensure maximum water efficiency. Irrigation systems shall be designed so as not to operate during precipitation events, in windy conditions, or during the hottest part of the day (8am to 6pm). The amount of water applied should be sufficient to only fill the effective root zone and minimize evaporative loss.

5. Evergreen trees should be limited at maturity to no more than twelve feet (one building story) in height.
6. Deciduous tree species may include:
 

Acer rubrum	'October Glory' or 'Red Sunset' Red Maple
Fraxinus pennsylvanica	'Marshall's Seedless' Green Ash
Ginko biloba	'Princeton Sentry' Ginko (male form only)
Gleditsia triacanthos	'Shademaster' or 'Skyline' Honeylocust
Quercus rubra	Red Oak
Prunus sargentii	Sargent's Cherry
Pyrus calleryana	'Aristocrat' or 'Chanticleer' Callery Pear
Ulmus parvifolia	'Allee' Chinese Elm

For smaller and tighter spaces the following species may be used:

Cornus kousa	Kousa Dogwood
Prunus x yedoensis	Yoshino Fl. Cherry
Stewartia pseudocamellia	Japanese Stewartia

Invasive plants listed by the state are prohibited.

7. Trees on one side of the street should be set opposite to trees on the other side. Trees should be provided at a rate of large or medium shade tree for every forty linear feet of street right of way.
8. The street trees should be deciduous to provide pedestrians and impervious surfaces with shading for the warmer months and to provide light in the colder months.
9. Street tree species may include:
 

Acer rubrum	'October Glory' or 'Red Sunset' Red Maple
Fraxinus pennsylvanica	'Marshall's Seedless' Green Ash
Ginko biloba	'Princeton Sentry' Ginko (male form only)
Gleditsia triacanthos	'Shademaster' or 'Skyline' Honeylocust
Quercus rubra	Red Oak
Prunus sargentii	Sargent's Cherry

Pyrus calleryana	'Aristocrat'
or 'Chanticleer' Callery Pear	
Ulmus parvifolia	'Allee'
Chinese Elm	

For smaller and tighter spaces the following species may be used:

Cornus kousa	Kousa Dogwood
Prunus x yedoensis	Yoshino Fl. Cherry
Stewartia pseudocamellia	Japanese Stewartia

10. Tree pits should as large as practical to insure tree health and longevity. Multiple small trees and shrubs may be installed in a continuous planter to create an optimum growing environment for trees.
11. Where installation of a continuous planter is not practical, trees may be planted in individual planting pits. After backfilling, the individual tree planting pit should be covered with a cast iron tree grate.
12. Street furniture should not obstruct free circulation on the sidewalk.

#### **E. Pedestrian and Bicycle Amenities**

1. Sidewalks shall be provided adjacent to all public rights-of-way and streets.
2. Sidewalks shall be surfaced with concrete, brick, or stone.
3. The sidewalks on North Main Street shall be the same design and materials used on Main Street between Essex Street to Punchard Street.
4. The minimum sidewalk width shall be six feet of unobstructed passage plus four feet for street trees, lighting and furniture. Sidewalks shall be constructed to allow benches, trash containers, and planters, which shall be provided near retail entrances and at bus stops. At any bus stop, such benches shall be protected from the weather.
5. Bike racks shall be provided near entrances to retail and residential buildings. At least 1 bicycle space shall be provided for every 20 parking spots required for uses in the adjacent building.
6. Site planning should consider the safety and convenience of pedestrians and bicyclists in

travelling within and outside the site, and should preserve and enhance the pedestrian environment in mixed use areas by providing for continuous sidewalks that are unencumbered by parked vehicles and are minimally broken by vehicular driveways within a block.

7. Walkways should be delineated through parking lots, connecting to destinations within and external to the site and to sidewalks.
8. Open spaces at street level should link to the open space of the sidewalk.
9. Overhead weather protection should be designed with consideration of: the overall architectural concept of the building; uses occurring within the building; such as entries and retail spaces, or in the adjacent streetscape environment; such as bus stops and intersections.

#### **F. Road Surfacing and Curbing**

1. Pavement on streets on which there is no parking, loading area, or emergency/fire access requirements shall be no wider than 20 feet. Pavement on streets with parallel parking one side shall be no wider than 36 feet within the curb lines. Each travel lane shall each be 10 feet wide. Where on-street, parallel parking is provided, each parking lane shall be 8 feet wide. One way streets are allowed.
2. Vehicle entrances to buildings should not dominate the streetscape. Structures should be oriented to provide pedestrian entrances to the sidewalk.
3. Streets and sidewalks, especially crossing points, should be designed to promote universal access and shall comply with ADA standards.
4. Curbing shall be vertical granite with a bull-nosed top, and flash torching to mimic an aged style.

#### **G. Screening of Dumpsters and Service Areas**

1. All utilities shall be underground, to the extent feasible.
2. All dumpsters, utility/service areas shall be screened. Service areas should be included within the building.

#### **H. Drainage Infrastructure**

1. To the extent feasible and practical, stormwater management shall incorporate Low Impact Development techniques throughout the site. All stormwater LID features, detention, and filtration systems shall be designed to conform to the most recent edition of the Stormwater Management Policy of the Massachusetts Department of Environmental Protection.
2. Detention and filtration systems shall be located onsite.
3. Stormwater from roof areas that cannot be practically collected for on-site irrigation reuse shall be infiltrated or directed to landscaped areas (e.g. rain gardens), and shall not be allowed to flow onto paved surfaces.
4. Curbing shall be required only as necessary to limit off pavement vehicle access or for pedestrian safety, unless other suitable materials are used.
5. Natural drainage courses should be utilized insofar as possible.
6. Impervious surfaces should be minimized.
7. Paved roadway, parking, and other impervious areas should be drained toward Low Impact Development facilities such as bioretention areas (rain gardens), roadside swales and infiltration structures.
8. Stormwater from roof areas should be directed to subsurface cisterns properly sized and engineered for re-use as on-site irrigation water. Any excess overflow from such systems should be recharged to the ground. If necessary, supplemental water for irrigation shall be provided from on-site private irrigation wells.

#### **I. Erosion and Sedimentation Control**

1. Design and construction practices shall comply with recommendations in the Massachusetts Department of Environmental Protection's most recent edition of the "Massachusetts Erosion and Sediment Control Guidelines for Urban and Suburban Areas."

#### **J. Parking and Entrances**

1. Parking lots shall be designed so that no vehicle shall be required to enter or leave by backing on to the adjacent street.



2. Surface parking shall be limited to on-street parking spaces.
3. Facades of structured parking facilities visible from a public street shall be screened with vegetation, fencing or other structures for at least 50% of the visible surface.
4. Parking lot and vehicle entrances should be limited to two lanes and a pedestrian walkway and no more than 24 feet in width.
5. Street parking may be provided on new streets constructed within the ASGOD district.
6. Structured parking facilities should be placed below grade wherever possible.

#### **K. Signs**

1. For off-site and off-premise signs, the requirements of the Town of Andover Zoning By-Law, Article VIII, Section 5.2 shall apply.

#### **L. Connections**

1. The site shall provide pedestrian/bicycle connections to all internal and adjacent recreational, civic, commercial, office, industrial, and/or multifamily residential uses. Pedestrian walkways or sidewalks shall also connect uses within the site, including business and residential uses. This requirement may only be waived if it can be demonstrated that it is not feasible for reasons of safety or topography.
2. The site plan shall include easements and rights of way within the Project boundaries necessary to provide for future vehicular connections to all adjacent recreational, civic, commercial, office, industrial, and/or multifamily residential uses. If applicable, such easements shall connect to existing off-site easements. This requirement may only be waived if it can be demonstrated that it is not feasible for reasons of safety or topography.
3. Pedestrian connections should be made to:
  - a) North Main Street and the downtown, including consideration for pedestrian and bicycle connections through public properties.
  - b) The MBTA Train Station, including safe and convenient passage over the tracks.

c) Adjacent streets and properties.

**APPENDIX A: Historic Standards - Secretary of the  
Interior's Standards for Rehabilitation**

**The Secretary of the Interior's Standards for  
Rehabilitation**

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that

characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.